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UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT

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No. 049-2012

Job vacancy

May 2, 2012

OPEN TO: All Interested Candidates

POSITION: PROJECT MANAGEMENT SPECIALIST – M&E
OFFICE OF VULNERABLE POPULATIONS (0011855P)

OPENING DATE: Wednesday, May 2, 2012

CLOSING DATE: Wednesday, May 16, 2012

WORK HOURS: Full time; 40 hours/week

SALARY: This position can be hired at a full performance level
(LCP/FSNPSC- 11 Col. \$87,860,886.00 –
Col. \$144,970,458.00) or developmental levels
(LCP/FSNPSC – 10 Col. \$70,710,280.00 –
Col. \$116,671,960.00)

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Recursos Humanos-Vacante". The form may be requested via e-mail at: BogotaHR@usaid.gov

SUBMIT APPLICATION TO:

American Embassy
c/o USAID Human Resources Section
Carrera 45 No. 24B-27
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking an individual for the position of Project Management Specialist – M&E for the Office of Vulnerable Populations.

BASIC FUNCTION OF POSITION

This position is located in the Office of Vulnerable Populations. The primary purpose of this position is to serve as the OVP's specialist in matters associated with monitoring and evaluation of the performance, indicators, results and impacts of its programs. The incumbent plays an important advisory role with the office's technical teams and implementing partners on performance management policies, procedures and guidelines. S/he provides sound assessments of where USG assistance is achieving sustainable impact and provides management recommendations for USAID programs. The position requires travel (10%-20% of time) to activity sites to monitor and evaluate progress and to identify and resolve problems.

MAJOR DUTIES AND RESPONSIBILITIES:

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer Focus, 2. Results Orientation, 3. Empowerment and Accountability, 4. Teamwork and Participation, and 5. Valuing Diversity.

A. Project Management, Monitoring and Evaluation

1. Performs the function of agreement/contract officers' Technical Representative COTR/AOTR or technical monitor for Monitoring and Evaluation of awards under the OVP portfolio.
2. Assists the OVP Director, Deputy Office Director and/or senior program managers to manage OVP performance management activities.
3. With the cooperation of the technical team members, designs and manages project/program evaluations.
4. Advises the OVP technical teams and prepares reports with findings and recommendations on program and project progress.
5. Travels to activity sites to observe progress, identify and/or solve problems and takes action and follows up to ensure that assigned actions are, in fact, successfully completed in accordance with USAID regulations.
6. Works with the OVP implementers' information management and M&E staff on matters related to project/program performance monitoring, evaluation, and results reporting.
7. Serves as a core member of the Mission's Performance Management team responsible for guiding the establishment of Mission-wide policies and practices to establish a performance management culture.
8. Provides technical expertise to all OVP personnel and implementing partners in the area of performance management.
9. Follows up on Mission performance management-related action items, recommendations and key findings identified in evaluations and assessments liaising with relevant technical teams as needed.
10. In coordination with the Mission Environmental Officer (MEO), ensures that Reg. 216 environmental responsibilities and the Mission's environmental policies and procedures with respect to monitoring and evaluation are adhered to by contractors and grantees under his/her management.

11. Incumbent is responsible for monitoring Participant Training submission from contractors into TrainNet.

B. Coordination/Supervision and Liaison Activities

1. Coordinates/monitors and maintains effective liaison with the OVP program implementers' information management and M&E staff to ensure compatibility of information and reporting, as well as quality control all M&E inputs. This requires the technical supervision and coordination of each implementer's respective M&E leader, as well as field site visits to monitor project performance and progress.
2. Establishes and maintains an extensive range of high-level, technical contacts within GOC, other donor and NGO entities to exchange information, coordinate efforts and prepare documentation related to M&E issues.

C. Analysis and Reporting

1. Provides assessments of performance effectiveness and impact results of OVP programs and formulates recommendations for improved program management.
2. Ensures that appropriate performance management policies and mechanisms are in place to measure program effectiveness and assesses the potential to employ more efficient M&E methods and tools.
3. Provides activity-specific and program related documents for the preparation of high-level reports, including but not limited to performance reports, quarterly reports, and annual reports for the OVP.
4. Leads development and reporting of the OVP Program Monitoring Plan (PMP).
5. Assists in preparing the OVP contribution to the Mission's Operational Plan (OP).
6. Leads the preparation of the OVP contribution to the Mission's Performance Plan and Report (PPR).
7. Performs analyses and evaluations and prepares input to the Mission Portfolio Review (MPR) for the OVP.
8. Participates in other USAID/Colombia internal reviews.
9. Prepares a variety of reports in response to the technical, programmatic and financial requirements of the OVP program.
10. Prepares briefing documents for high-level visitors on status of program, including budgets, funding projections, implementation, earmarks, reservations, directives and commitment and obligation documents, financial plans, pipeline analysis, feasibility studies and other documents.
11. Assists with coordination of visits of VIPs to project areas and provides briefings to these visitors.
12. Oversees aspects of the inter-institutional verification process, including design methodology, field site visits, and data analysis.
13. Provides the technical and advisory support to the OVP to respond to OVP-related issues, including responses to external inquiries and communications.
14. Participates in OVP program and activity designs. Prepares scopes of work and program descriptions for technical assistance (TA).

15. Serves as technical expert on evaluation activities and assists OVP technical team with stages of the evaluation process to ensure that evaluations incorporate best practices

D. Information Systems Management

1. Designs, oversees development, and manages OVP information and related systems for monitoring and evaluation of social and economic indicators. Provides information for planning and development of program work plans and budgets to ensure consistency with the OVP strategic and programmatic priorities.
2. Assumes the lead role in integrating OVP monitoring and evaluation methodologies with information management system utilization.
3. Prepares data application design documents for IT-developers to use in the construction of information systems.
4. Provides guidance to the development of Geographic Information Systems (GIS) technology to strengthen program monitoring, coordination and evaluation.

REQUIRED QUALIFICATIONS:

Note: Candidates who do not meet these required qualifications will not be considered.

A. Education:

A Masters' Degree or local equivalent in Political Science, Public Policy, Development, Economics, Business Administration, Information Management Systems, Statistics or Monitoring and Evaluation is required.

B. Prior Work Experience:

A minimum of five years of progressively responsible experience in the monitoring and evaluation of project activities involving international partners or implementers is required. Experience in development assistance or related work is required. Experience is required in the collection, analysis and presentation of information related to the issues of vulnerable populations. Five years of the experience in the field of analysis and presentation of findings or similar work, particularly in work related to relocation or other humanitarian services is highly desirable.

D. Language Proficiency:

Level IV (fluent) English ability and equivalent in Spanish is required.

E. Knowledge:

In-depth understanding of Performance Monitoring Plan procedures, indicators and intermediate results framework and their application to program design, management, and monitoring is required. Superb knowledge of computer systems and database management is required. Fair knowledge of remote sensing and GIS technologies is desirable. Knowledge, expertise and experience in the areas of vulnerable populations' strategies, public policy, and models of host country is desirable. S/he must be thoroughly familiar with monitoring documentation preparation and processing. S/he must also have a good working knowledge of project development, implementation and management protocols or willingness to learn.

F. Abilities and Skills:

Ability to conceptualize performance management strategies is critical to success. Candidate must be able to collect, analyze and evaluate complex data relevant to the Colombia political and development contexts. Ability to synthesize complicated data and figures is vital. Must be able to obtain, evaluate and interpret factual data; prepare precise, accurate and complete reports using computer software

applications; and to develop and present briefings. Ability to identify and clarify performance management problems, such as the reporting of erroneous information (calculation of indicators) by contractors and grantees and maintain quality control of data and information systems.

Applicant must possess strong communication and interpersonal skills. Applicant must have a high level of diplomacy and negotiation skills.

The ability to work in a multi-disciplinary team setting is essential, as well as the ability to convey complex information in simplified formats and build consensus and an understanding of performance management processes, such as the Mission's PMP.

POSITION ELEMENTS

a. Supervision Received:

The incumbent will report to the OVP Deputy Director, who will be responsible for reviewing and approving the individual's work plan and performance measures and establishing deadlines. In carrying out specific assignments, the individual will work closely with other OVP team members. The incumbent will carry out tasks under his/her own initiatives, foreseeing constraints and opportunities and taking appropriate action to optimize benefits for the USG. The incumbent will work within the policy guidance of the Mission. The incumbent is responsible for his/her own compliance with policy and USAID regulations.

b. Available Guidelines:

Plan Colombia provisions, ADS Sections pertaining to project management, Mission Orders and other established USAID/Colombia administrative procedures and regulations.

c. Exercise of Judgment:

Considerable judgment is required in analyzing data and preparing relevant reporting documents, planning programs and projects activities; in organizing and presenting data during the presentation of briefings. Judgment is required in identifying the problems partners are having with the implementation of activities and in determining when to make a recommendation for solution on the spot and when to report the problem, with recommendation, to the OVP Deputy Director.

d. Authority to Make Commitments:

When dealing with grantees, sub-grantees, partners and clients, the Monitoring and Evaluation Specialist is authorized to suggest resolution of both technical and non-technical problems and to make recommendations. The incumbent is not authorized to make monetary commitments on behalf of the U.S. government.

e. Nature, Level and Purpose of Contacts:

Continuous contact is maintained with other USAID offices, high-level officials of GOC Ministries, other donors and NGOs to collaborate on program development and implementation, as well as to obtain unpublished and published information concerning the OVP program and its projects and activities and to resolve problems with clearances on documents and to provide information. Drafts documentation and conducts liaison activities with other donors, high-level representatives of the GOC, US Embassy Personnel, NAS, State/INL, grantees and contractors as well as STAFFDELS and CODELs. Works closely with GOC officials in this effort.

Work entails occasional travel to dangerous areas of the country to advise, supervise, monitor and evaluate programs and projects. Because of travel restrictions for U.S. citizens, the incumbent is, in many cases, the only USAID contact that regional and local authorities and the beneficiaries themselves have.

f. Supervision Exercised:

This is a non-supervisory position.

g. Time required to perform full range of duties:

One year.

SELECTION CRITERIA

(40%) Demonstrated progressively responsible experience in performance management strategies. Candidate must be able to obtain, analyze and evaluate a variety of complex data relevant to Colombia's political and development contexts. Ability to synthesize complicated data and figures. Must be able to obtain, evaluate and interpret factual data and prepare precise, accurate and complete reports using computer software program applications; and to develop and present briefings.

(40%) Interpersonal and organizational skills. Must possess strong communication and interpersonal skills. Must have a high level of diplomacy and negotiation skills. The ability to work in a multi-disciplinary team setting is essential. Ability to convey complex information in simplified formats and build consensus and understanding of PMP is essential.

(15%) Evidence of strong English/Spanish writing and oral skills.

(5%) Strong technical education background, including possession of a Masters' Degree in Political Science, Public Policy, Development, economics, Business Administration, information, Management Systems, Statistics or Monitoring and Evaluation is required.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY WEDNESDAY, MAY 16, 2012 NO LATER THAN 4:00 P.M. EASTERN STANDARD TIME.

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.